



Managing Schedules

Schedules

This process is not intended to replace the submission of schedule changes to the MCtime Office. Schedules are VERY IMPORTANT in assuring that employees are assigned the correct Pay Rule. A Pay Rule defines how overtime and holiday benefits are applied so that the employee is paid correctly.

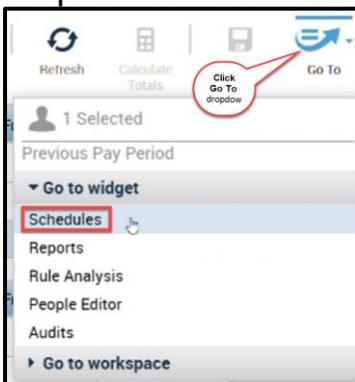
Note: If there is a red indicator next to the date, it means the employee did not work their assigned schedule. For approved changes in pay periods where holidays are impacted, an ad-hoc schedule change must be made.

Mon 3/20	Tue 3/21
	9.0
9:00AM-5:00PM	9:00AM-6:00PM

Note: Ad-hoc scheduling changes only apply to the adjusted pay period. Ad-hoc schedule changes should only be made for schedule changes in one pay period. More permanent schedule changes (for two or more pay periods) must be submitted using the schedule change forms available on the website.

Performing Edits to a Schedule

1. To access an employee's schedule from their timecard, click the **Go To** dropdown and select the **Schedules** option.





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2. Scheduled shift hours for the pay period will display. Within the MCtime application start and stop times may not be the actual times, but the total duration will be accurate. The chart below illustrates a few examples of how Actual Shift times might be reflected in MCtime to display an 8-hour duration.

Duration	MCtime Schedule to Populate Duration	Possible Actual Times for Shift Schedule Hours
8	8 am – 4 pm	8 am – 4 pm (with a paid lunch) 8 am – 4:30 pm (unpaid lunch) 9 am – 5:30 pm 1 pm – 9:30 pm 4 pm – 12:00 am

Making changes to a schedule are as simple as a cut and a paste!

- Do not modify the times, simply cut and paste, to remove the hours from the day the employee is not required to work and add the hours to the day that the employee is required to work.
- If the employee is changing from 8-hour to 10-hour days, please contact MCtime, as this may impact the employee pay rule.
- For DOCR employee shift swaps, do not modify schedules when an employee works a double shift for a day. Follow instructions for DOCR Shift Swaps – Double Shifts in a day.
- Shift changes or shift swaps should not be performed for an employee on a compressed schedule.
- For FLSA non-exempt employees, or any FLSA exempt employees, below Grade 25, shift swaps must occur in the same week. Such changes should not result in the calculation of excess hours or payment of overtime.





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- Full-time FLSA exempt employees, Grade 25 and above, generally do not require any ad-hoc efforts to manage schedules, as their pay is calculated based on an 80-hour pay period.

Note:

- No excess (Overtime) hours should not be recorded into the schedule portion. For full-time employees, scheduled hours should not exceed forty (40) hours in a week. Excess hours must be recorded in the body of the timecard, as “Hours Worked.”

Moving a Shift from a Scheduled Day to a Different Day

1. Select an employee(s). Then select the Go To and the schedules dropdown menu option.

The screenshot shows the Genies software interface. At the top, there are navigation options like 'Pay Period Close', 'Loaded 1:11PM', and 'Previous Pay Period'. Below this is a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'Approval', 'Refresh', 'Share', and 'Go To' (highlighted with a red box). The main area contains a table with columns: 'Dept Division', 'Section - Subsection', 'Employee Name', 'Emp ...', and 'Manage'. The first row of the table has 'FIN EMP1' circled in red. A dropdown menu is open over the 'Manage' column, showing '1 Selected', 'Previous Pay Period', 'Go to widget', 'Schedules', 'Timecards', and 'Reports'. A red arrow points from the 'Schedules' option in the dropdown to the 'Go To' button in the toolbar.

Dept Division	Section - Subsection	Employee Name	Emp ...	Manage
FIN 32 Div...	-	FIN EMP1	FIN E...	3200001 FIN
FIN 32 Div...	-	FIN EMP2	FIN E...	3200001 FIN





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2. Right click on the appropriate date's schedule cell for the day that should not be scheduled. From the dropdown, select 'Cut'. The schedule will disappear.

The screenshot shows the 'Schedules' interface with a toolbar at the top containing icons for Quick Actions, View, Column Selection, Visibility Filter, Select all, Gantt View, Sorting, and Tools. Below the toolbar is a table titled 'By Employee' for the period '3/12 - 3/18'. The table has columns for 'Name', 'Totals', 'Sun 3/19', 'Mon 3/20', and 'Tue 3/21'. A row for 'FIN EMP1' shows a total of '80.00' and a schedule for 'Mon 3/20' from '8:00AM - 4:00PM'. A right-click context menu is open over the 'Mon 3/20' cell, listing options: Edit, Add Pay Code, Enter Time Off, Delete, Lock, Unlock, Cut, and Copy. The 'Cut' option is highlighted with a red box.

3. On the appropriate date cell for the day that should be scheduled, click 'Paste'.

This is a close-up of the context menu from the previous screenshot. The menu is open over the 'Mon 3/20' cell. The options listed are: Add shift, Add Pay Code, Insert shift template, Enter Time Off, Restore, and Paste. The 'Paste' option is highlighted with a red box and a mouse cursor is pointing at it.

